

DOI Work Activity 4Q: Inventory DOI Facilities and Assess Facility Conditions

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome:	All intermediate outcomes where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: Periodic inspection by qualified personnel to fully determine and document the condition of a facility or item of equipment and identify maintenance needs. Includes all costs associated with the inventory of and investigations that evaluate the status and condition (comprehensive condition assessments) of DOI facilities requiring maintenance, through use of maintenance management systems, customer and third party identification of needs. This activity includes all costs associated or related to collection, analysis, management, and distribution of data; interpretation, synthesis, transfer of knowledge, decision making, and technical assistance, and preparing national hazard-classified and other safety reports.

Note: This activity is used for facilities inventory and assessment activities related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails performing inspections to determine structural integrity and functionality of facilities, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work to be performed. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, inspections, equipment rental, and contract supervision

Output: Completed Condition Assessment Reports.	Unit of Measure: Number of Condition Assessment Reports completed.
Inputs: Prioritized inventory of DOI facilities, data from maintenance management systems, condition assessment, job plan, time (people), contracts, and materials needed for above activities.	Cost Drivers: Policies, regulations, requests, catastrophic events, and condition assessments; identified maintenance requirements, geographic/site conditions.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

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